

ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. ADDA

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7-2

2. ~~DDA~~

3.

4. ~~DDA~~

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Done y. requested the
attached memo; Compt.
has, I think, already
informed OMB of content
orally. John

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

8 JUL 1981

MEMORANDUM FOR: Keith Hall
Office of Management and Budget

SUBJECT: Designation of Official Required by Paperwork
Reduction Act of 1980, P.L. 96-511

REFERENCE: OMB Bulletin No. 81-21, dated 8 June 1981

1. Pursuant to paragraph 7 of reference memorandum, Mr. Harry E. Fitzwater, Deputy Director for Administration (DDA), Central Intelligence Agency, Washington, D.C., 20505, telephone [] has been designated as the officer who is to develop uniform policies and procedures to ensure that the Agency effectively and efficiently manages its information resources. In his capacity as the DDA, Mr. Fitzwater is responsible for providing administrative and operational support to all Agency activities. He plans to delegate responsibility for carrying out various aspects of P.L. 96-511 to several officials within the Directorate.

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2. Attached herewith is an organizational chart requested in reference.

3. To date, no implementing documents have been initiated.

15/
Maurice Lipton
Comptroller

Attachment

EO/DDA/[]:ba(1Jul81)

Distribution:

- 0 - Adse w/att
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**DIRECTORATE OF ADMINISTRATION
OFFICES**

